

Reclamation Manual

Directives and Standards

Definitions and Terminology

1. **Accession Number.** Accession number is a unique identification number sequentially assigned to an accession within a unit's museum property collection. An accession number assigned by the Bureau of Reclamation shall follow the structure agreed upon by the Museum Property Working Subgroup (MPWS), which is [unit acronym].[year of accession].[sequential four-digit number within the accession] (e.g., MPRO.2009.0001). A museum property collection may also have an accession number assigned by a facility. While a Reclamation assigned accession number is preferred, any facility assigned accession number should remain in the permanent records of the collection.
2. **Accessioning.** Accessioning is the formal process whereby Reclamation accepts and establishes ownership and/or control of museum property. This process requires the Accountable Officer's signature on an Accession Form/Receiving Report (Form 7-2515), an equivalent form produced by the Department of the Interior, or an approved form generated from the Interior Collection Management System (ICMS). A single accession transaction occurs when one or more items are acquired in the same manner from a single source. The resulting documentation is an accession record or a museum record. The Department's standards for accessioning can be found in the Departmental Manual (DM), Part 411, *Managing Museum Property*, Paragraph 3.4A. Also, see Acquisition of Museum Property, Paragraph 14, and Accession, Paragraph 15.A. of this Directive and Standard (D&S).
3. **Accountable Officer.** Accountable Officer is a Reclamation employee assigned overall responsibility for a specified group of personal property, and is responsible for ensuring the establishment and maintenance of accountability records to provide for effective control over that property (see Interior Property Management Directives 114-60.202 and Reclamation Supplements to the Federal Property Management Regulations (FPMR) 114S-60.100(a)).
4. **Administrative Office Space.** Administrative office space is space within offices, libraries, lobbies, meeting rooms, hallways, public areas, and any other non-dedicated space utilized inside or outside (e.g., courtyards) of a building to display or house museum property. The Department's standards for managing museum property in administrative office space can be found in 411 DM 3.3.
5. **Archaeological Collections.** Archaeological collections include archaeological resources (meaning any material remains of past human life or activities which are of archaeological interest; e.g., pottery, basketry, bottles, weapons, projectiles, tools, structures or portions of structures, pit houses, rock paintings, rock carvings, intaglios, graves, human skeletal materials, or any portion or piece of any of the foregoing items) systematically recovered from Reclamation land or systematically recovered as a result of Reclamation projects on non-Reclamation land.

Reclamation Manual

Directives and Standards

6. **Artwork.** Artwork includes, but is not limited to, paintings (e.g., watercolor, wash, and oil, on various support media, including canvas, artist board, and paper), prints and drawings (e.g., pen and ink, pencil sketches, and chromolithographs), wildlife mounts (used for artistic purposes), sculpture, antiques, and tapestries. Artwork with one or more of the following characteristics generally is considered to be museum property: (1) associated with an eminent Reclamation employee; (2) commissioned, donated to, or purchased by Reclamation from a notable artist or taxidermist; (3) limited edition or rare prints; or (4) associated with or commemorates an important Reclamation event or program. Items of questionable artistic value must be appraised or evaluated by a discipline specialist to determine if they should be preserved as museum property by Reclamation or another organization.

7. **Associated Records.** Associated records are all documentation (original records or copies thereof when Reclamation no longer controls the original) generated by the activity of collecting and analyzing collectible heritage assets that are, or subsequently may be, designated as museum property. Some records such as field notes, field inventories, and oral histories may be originals that are prepared as a result of fieldwork, analysis, or report preparation. Other records such as deeds, survey plats, historical maps, and diaries may be copies of original public or archival documents that are assembled and studied as a result of historical research. Associated records must be designated and maintained with the appropriate collection (e.g., archaeological, historical, paleontological, or ethnographic collection). Associated records must be permanently retained (see Reclamation Manual D&S, *Information Management*, RCD 05-01; and *Information Management Handbook* (see ENV-3.00 and PRM-10.00)). Classes of associated records that may be in a collection include, but are not limited to:
 - A. records relating to the identification, evaluation, documentation, study, preservation, or recovery of a resource (e.g., site forms, field notes, drawings, maps, photographs, slides, negatives, films, video or audio cassette tapes, digital video discs, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, reports, and accession, catalog, and inventory records);

 - B. records relating to the identification of a resource using remote sensing methods and equipment (e.g., satellite and aerial photography and imagery, side scan sonar, magnetometers, subbottom profilers, radar, and fathometers);

 - C. public records essential to understanding the resource (e.g., deeds, survey plats, military and census records, birth, marriage, and death certificates, immigration and naturalization papers, tax forms, and reports);

 - D. archival records essential to understanding the resource (e.g., historical maps, drawings and photographs, manuscripts, architectural and landscape plans, correspondence, diaries, ledgers, catalogs, and receipts); and

Reclamation Manual

Directives and Standards

- E. administrative records relating to the survey, excavation, or other study of the resource (e.g., statements of work, requests for proposals, research proposals, contracts, permits, reports, documents relating to compliance with section 106 of the National Historic Preservation Act, and National Register of Historic Places nomination forms and determination of eligibility documentation).
8. **Biological Collections.** Biological collections include: (1) botanical specimens systematically collected from Reclamation land that are not considered to be a working collection, (2) environmental samples systematically collected from Reclamation land to document baseline environmental data (e.g., water, soil, or air quality) and are not considered to be a working collection, and (3) zoological collections systematically collected from Reclamation land and not considered to be a working collection, including prepared biological specimens, type specimens (basis for the original descriptions of species and subspecies), voucher specimens (document research activities and results), and wildlife mounts.
9. **Board of Survey.** Board of Survey is a committee appointed by the Reviewing Official (Reclamation Supplements to the FPMR 114S-60.802-3) to investigate loss, damage, or destruction of government property. A Board of Survey is required to complete a Report of Survey (Form 7-778) to document the investigation, arrive at findings, and make determinations as to the disposition of the property and financial liability regarding the loss, damage, or destruction.
10. **Cataloging.** Cataloging is the action of assigning a unique identifying catalog number to an item or group of items and completing descriptive information. The resulting documentation is a catalog record (see 411 DM 3.4B.). The Reclamation assigned catalog number shall follow the structure agreed upon by the MPWS which includes the accession number [unit acronym].[year of accession].[sequential four-digit number within the accession] (e.g., MPRO.2009.0001) followed by an additional sequential four-digit number (e.g., MPRO.2009.0001.0001). An item or group of items may also have a catalog number assigned by a facility. While a Reclamation assigned catalog number is preferred, all facility assigned catalog numbers should remain in the permanent records of the collection.
11. **Certificate of Inventory.** Certificate of Inventory (Reclamation Supplements to the FPMR 114S-60.304 Property Inventories, Figure 1) is used to certify annual museum property inventories.
12. **Collectible Heritage Assets.** Collectible heritage assets, also referred to as museum collections, means the museum property controlled by Reclamation. These assets are a subgroup of heritage assets reportable under the Statement of Federal Financial Accounting Standard (SFFAS) No. 29 - Heritage Assets and Stewardship Land.
13. **Collection.** Collection has multiple meanings within the museum property arena and must be carefully considered in order to understand its usage within a given context.

Reclamation Manual

Directives and Standards

- A. In 411 DM, “museum ‘collection’” means the total sum of all museum property controlled by a bureau.
 - B. In 36 CFR part 79, “collection” means the “material remains that are excavated or removed during a survey, excavation or other study of a prehistoric or historic resource, and associated records that are prepared or assembled in connection with the survey, excavation or other study.”
 - C. For Government Performance and Results Act Resource Protection End Outcome Goal: Percent of DOI Collections in Good Condition, “collection” means the total sum of facilities in which museum property is stored, exhibited, or displayed; therefore, one facility is the equivalent of one collection.
14. **Completeness.** Completeness is an item-level assessment based on the percentage of the item that is present, scored as Complete, Incomplete, or Fragment. Complete means that 100 percent of the item is present; Incomplete means that greater than 50 percent but less than 100 percent of the item is present; and Fragment means that 50 percent or less of the item is present. Completeness of an item should not be confused with the condition of an item, given that an item that is not fully intact is not necessarily in less than good condition. See the definition for Condition Assessment, Item-Level.
15. **Condition Assessment, Facility-Level.** Condition assessment, facility-level, is a facility-level condition assessment, scored as Good, Fair, or Poor. Reclamation uses the Department of the Interior Facility Condition Checklist as the instrument to evaluate whether applicable standards are met at its Reclamation and non-Reclamation facilities. Good is achieved when 70 percent or greater (averaged total) of the standards are met for all spaces housing Reclamation museum property at a facility. Fair is achieved when at least 50 percent but less than 70 percent (averaged total) of the standards are met for all spaces housing Reclamation museum property at a facility. Poor is assessed when less than 50 percent (averaged total) of the standards are met for all spaces housing Reclamation museum property at a facility. See also Facility-Level Condition Assessment, Paragraph 7.F. of this D&S.
16. **Condition Assessment, Item-Level.** Condition assessment, item-level, is an item-level condition assessment, scored as Good, Fair, or Poor. Good means the item is in stable condition with no active deterioration; Fair means the item has slow but active deterioration and is in need of minor conservation treatment or cleaning to bring it to stable condition; and Poor means the item is in need of major conservation treatment to stabilize or eliminate the rate of deterioration. An assessment of Fair or Poor indicates that an item may need special packing or conservation and may need to be addressed in the unit’s Collection Management Plan and reported in its annual Museum Property Management Summary Report (Summary Report). See also Item-Level Condition Assessment, Paragraph 7.E. of

Reclamation Manual

Directives and Standards

this D&S. Item-level condition assessment should not be confused with completeness, which is based on the percentage of the item that is present. See the definition for Completeness.

17. **Conservation Survey.** Conservation survey is a physical survey that provides information on the environment of spaces where museum property is located within a facility, records the condition of individual items or groups of museum property, determines conservation treatment needs and priorities, and records baseline data on individual items or groups of museum property to assess future deterioration. For example, a conservator might survey a unit's holding of historic photographs to determine current treatment needs and record baseline data to be used to track the rate of deterioration in future assessments. In another instance, a conservator might examine an exhibit to evaluate the displayed items for signs of deterioration and to evaluate the mounts, lighting, and case design and construction. See the 411 DM Museum Property Handbook (411 DM-MPH), Volume I, Chapter 4, and Conservation Survey, Paragraph 7.D. of this D&S.
18. **Control.** Control is having a legal interest in an item sufficient to lawfully permit Reclamation to treat it as its own.
19. **Controlled Property.** Controlled property includes museum property items that (1) are culturally sensitive (e.g., human remains), (2) have a high intrinsic or scientific value, (3) are highly vulnerable to theft, loss, or damage, (4) are valued at or above \$5,000, (5) are a short-term incoming loan (for inventory purposes), or (6) are identified as a functioning (or repairable to a functioning status) museum firearm.
20. **Cultural Resources Management Professional.** Cultural resources management professional is a professionally qualified individual who is responsible for managing, coordinating, and implementing Reclamation's cultural resources policies and programs.
21. **Curatorial Services.** Curatorial services are services provided by a contractor or partner who manages museum property according to professional museum practices. See Curatorial Services Agreements, Paragraph 20 of this D&S, as well as 36 CFR part 79 and 411 DM. Curatorial services include, but are not limited to: inventorying, labeling, collecting accession information, and cataloging museum property; identifying, evaluating, and documenting museum property; storing and maintaining museum property using appropriate methods and containers, and under appropriate environmental conditions and physically secure controls; inspecting, handling, cleaning, stabilizing, and conserving museum property in such a manner to preserve it; and providing access to, and space for, the study or exhibit of museum property.
22. **Custodial Officer.** Custodial Officer is the Reclamation official, identified by the Accountable Officer, to whom management of museum property is assigned and who is responsible for its daily control and supervision. The Custodial Officer is generally a qualified museum professional or discipline specialist. A unit can identify multiple

Reclamation Manual

Directives and Standards

Custodial Officers so that appropriate discipline specialists are assigned to subsets of the unit's museum property holdings. Also, see Responsibilities for Managing Museum Property, Custodial Officer, Paragraph 4.D. of this D&S.

23. **Custody.** Custody means having immediate charge of museum property regardless of whether or not one has sufficient legal interest to lawfully treat the items as part of one's own holdings. For example, a facility has "custody" of Reclamation's museum property via a loan agreement, but Reclamation retains ownership or control of the museum property.
24. **Deaccessioning.** Deaccessioning is the formal process, requiring an Accountable Officer's signature, for the permanent removal of items from a museum property collection. The Department's standards for deaccessioning are in 411 DM 3.4F. Also, see Deaccession, Paragraph 15.B. of this D&S.
25. **Deferred Maintenance.** Deferred maintenance is maintenance that was not performed when it should have been or when scheduled and was delayed for a future period (SFFAS No. 6 – Accounting for Property, Plant, and Equipment). Deferred maintenance is reported in the Reclamation Agency Financial Report and the Summary Report.
26. **Departmental Manual Part 411, Museum Property Handbook or 411 DM-MPH.** 411 DM-MPH is a Department guidance document that contains instructions on how to manage its museum collections. 411 DM-MPH describes the Department's structure and function and prescribes the policies and general procedures for administrative activities, specific programs, and operations.
27. **Discipline Specialist.** Discipline Specialist is a person (i.e., archaeologist, archivist, art historian, botanist, biologist, ethnographer, geologist, historian, paleontologist, or zoologist) with specialized knowledge of one or more of the types of museum property owned, controlled, or administered by Reclamation.
28. **Display Space.** Display space is space located in an administrative office. The Department's standards for managing museum property in administrative office space can be found in 411 DM 3.3.
29. **Disposal/Disposition.** Disposal is a type of deaccession action and is the formal term used in property management. Disposition is the term used for removal of Native American Graves Protection and Repatriation Act (NAGPRA) cultural items from Federal control.
30. **Donations.** Donations of property may occur directly from individuals or institutions, or through bequests (a donation through a will). See 411 DM-MPH, Volume II, Chapter 2, Paragraph C.1. and Paragraph 14.G. of this D&S for more information about accepting donations.

Reclamation Manual

Directives and Standards

31. **Ethnographic Collections.** Ethnographic collections include items (e.g., basketry, pottery, rugs, jewelry, or other cultural items) associated with cultural or traditional life ways of Native Americans and other indigenous or ethnic groups.
32. **Exhibit Space.** Exhibit space is space dedicated to show items for educational, interpretive, or other appropriate purposes. The Department's standards for managing museum property in exhibit space can be found in 411 DM 3.2.
33. **Facility.** Facility is a building or administrative organization that has space(s) dedicated to the display, exhibit, study, or storage of museum property. A facility provides curation services including managing and preserving museum property according to professional museum and archival practices (see 36 CFR part 79 and 411 DM 3). See also the definitions for Reclamation Facility and Non-Reclamation Facility.
34. **Field Catalog.** Field catalog, also known as a laboratory catalog, is a list of items that are part of a field assemblage and are organized according to the requirements of a research design. This listing may include items recovered during fieldwork or identified during the evaluation process (e.g., in the laboratory). A field catalog must be prepared in an electronic format and possess all of the required data fields of a catalog record to facilitate direct and complete transfer of data into ICMS upon accessioning. Field catalogs are retained as associated records.
35. **Field Collection.** Field collection, also known as a field assemblage, is a group of items and/or specimens that were recovered, or collected, as part of a permitted data collection activity. Field collections may become museum property, in total or in part, as determined by the appropriate discipline specialist and consistent with the unit's Scope of Collection Statement (SOCS).
36. **Geological Collections.** Geological collections include geophysical specimens, soils, or rock cores systematically collected from Reclamation land that are not considered to be a working collection.
37. **Gift.** Gift is defined as a gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value.
38. **Heritage Assets.** Heritage assets are property, plant, and equipment that are unique for one or more of the following reasons: historical or natural significance; cultural, educational, or artistic (e.g., aesthetic) importance; or significant architectural characteristics. Heritage assets consist of collectible heritage assets, such as items gathered and maintained for exhibit or study; and non-collectible heritage assets, such as parks, memorials, monuments, structures, and buildings. Heritage assets generally are expected to be preserved indefinitely (see SFFAS No. 29).

Reclamation Manual

Directives and Standards

39. **Historical Collections.** Historical collections include items that provide evidence of historic activities that occurred or are related to a Reclamation unit, or are related to an event, person, or resource associated with a Reclamation unit.
40. **Interior Collection Management System or ICMS.** ICMS is a museum property data management system developed by the Department and required to be used by all bureaus. All unit accession, catalog, deaccession, inventory, facility-level condition assessment, conservation, loan, and exhibit data are to be documented in ICMS.
41. **Inventory Records.** Inventory records are annual or other required inventory documents including, but not limited to, lists, certifications, and reconciliations.
42. **Item.** Item, as used in this D&S, typically means a specimen, an object, or an artifact. A museum property item must be categorized as belonging to one of the following disciplines: archaeology, art, biology, documents (including associated records), ethnography, geology, history, or paleontology.
43. **Laboratory Catalog.** See Field Catalog.
44. **Loans.** Loans are the temporary transfer (both incoming and outgoing) of custody of museum property to an appropriate and responsible individual (e.g., a curator, conservator, researcher, Native American religious practitioner, or educator) or organization (e.g., museum, institute of higher education, other governmental agency, or Reclamation unit) for the purpose of exhibition, research, curation, conservation, or other authorized uses. Loans are temporary changes in legal responsibility and custody, but not a change in ownership or control.
45. **Maintenance.** Maintenance is the act of keeping assets (including museum property) in acceptable condition. It includes preventive maintenance, normal repairs, replacement of parts and structural components, and other activities needed to preserve the asset so that it continues to provide acceptable services and achieves its expected life. Maintenance and repair excludes activities aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from, or significantly greater than, those originally intended (SFFAS No. 6). Maintenance may change the condition of the asset (i.e., museum property items or facilities).
46. **Museum Property.** Museum property is personal property (sensitive, non-capitalized) acquired according to some rational scheme and preserved, studied, or interpreted for public benefit. A unit may have museum property even though it does not have a museum or museum space. Museum property disciplines are identified as archaeology, art, biology, documents (including associated records), ethnography, geology, history, and paleontology. Museum property must fit within a unit's SOCS. Collectively, museum property items may be referred to as a museum collection or collectible heritage assets. Criteria to distinguish museum property from other kinds of property are identified in 411 DM 1.1A.

Reclamation Manual

Directives and Standards

47. **Museum Property Committee.** Museum Property Committee is a small, diverse group that advises regional and unit management on issues relating to the management of museum property. A Museum Property Committee generally is chaired by a regional Museum Property Lead. Topics typically include accessions, deaccessions, loans, and declarations of property as museum property.
48. **Museum Property Working Subgroup or MPWS.** The MPWS is a subgroup established by the Director, Policy and Administration (Policy), under the Cultural Resources Management Working Group that brings issues to Policy and contributes in the development of policy, D&S, and guidance. This subgroup is composed of Policy and regional representatives.
49. **Museum Records.** Museum records are official records that museum property managers and staff create to manage museum property (e.g., accession, deaccession, catalog, loan, and inventory records). See 411 DM 1 Appendix 1 T. These records must be permanently retained (see RCD 05-01; and Information Management Handbook (see ENV-3.00 and PRM-10.00)).
50. **NAGPRA Cultural Items.** NAGPRA cultural items are defined as Native American human remains, associated funerary objects, unassociated funerary objects, sacred objects, and objects of cultural patrimony.
51. **Natural Resources.** Natural resources include biological, geological, and paleontological specimens. See the definitions for Biological, Geological and Paleontological Collections.
52. **Non-Reclamation Facility.** Non-Reclamation facility is a facility where Reclamation lacks both ownership, and operation and maintenance responsibilities (e.g., museum, historical society, university, or research center), that houses Reclamation museum property.
53. **Official Records.** Official records includes all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government under Federal law or in connection with the transaction of public business. Official records shall be preserved, or appropriate for preservation, by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the United States Government, or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience, and stocks of publications and of processed documents are not official records (44 U.S.C. 3301).
54. **Ownership.** Ownership means having legal title plus the exclusive legal right to possession. See Ownership of Museum Property, Paragraph 6 of this D&S.

Reclamation Manual

Directives and Standards

55. **Paleontological Collections.** Paleontological collections include vertebrate, invertebrate, and plant fossils systematically collected from Reclamation land that are not considered to be a working collection.
56. **Personal Property.** Personal property means any property, except real property, including museum property.
57. **Property Management Officer.** Property Management Officer is the Director, Management Services Office (Reclamation Supplements to the FPMR 114S-60.100(w)).
58. **Property, Plant, and Equipment.** Property, plant, and equipment consists of tangible assets, including land, that have estimated useful lives of 2 years or more, are not intended for sale in the ordinary course of operations, and have been acquired or constructed with the intention of being used, or being available for use, by the entity (see SFFAS No. 6).
59. **Qualified Museum Professional.** Qualified museum professional is a person who possesses knowledge, experience, and demonstrable competence in museum methods and techniques appropriate to the nature and content of the museum property under the person's management and care, and commensurate with the person's duties and responsibilities. A qualified museum professional may be a curator, museum specialist, archaeologist, historian, cultural resources management professional, or similarly trained individual.
60. **Real Property.** Real property is any interest in land, together with the improvements, structures, and fixtures located thereon.
61. **Reclamation Facility.** Reclamation facility is a building or structure owned by Reclamation and operated and maintained by Reclamation or another entity using appropriated funds from the Congress, revolving funds, or other funding sources (e.g., cost sharing, user contributions, and user fees).
62. **Reference Collections.** See Working Collections.
63. **Reviewing Official.** A Reviewing Official is a regional director or a director of a Washington/Denver-based office, or their designee. Also, see Responsibilities for Managing Museum Property, Reviewing Official, Paragraph 4.B. of this D&S.
64. **Scope of Collection Statement or SOCS.** A SOCS is a basic museum property planning document required by each region/unit having, or expecting to have, museum property that provides a framework for identifying and maintaining museum property. A SOCS defines the purpose of the collection, and sets limits such as subject, geographical location, and time period to which each collection and item must relate.
65. **Sensitive Property.** Sensitive property is property that is system-controlled, regardless of value, by detailed accountability records.

Reclamation Manual

Directives and Standards

66. **Space.** Space refers to the physical location of museum property within a facility. Types of space include storage, exhibit, and administrative office.
67. **Standards.** Standards, as used in this D&S, directly correlate to the Department's required standards for managing museum property in 411 DM 3 and regulations 36 CFR part 79 for managing archaeological collections.
68. **Storage Space.** Storage space is space designated for the safekeeping of museum property not currently on exhibit, display, or loan. Storage spaces include laboratories, buildings, annexes, pods, or shops that an administrative organization (facility) either owns or manages. The Department's standards for managing museum property in storage space can be found in 411 DM 3.2.
69. **Unit.** Unit is a Reclamation organizational entity (i.e., administrative, regional, area, operations, field, power, facilities, or construction office) that manages museum property.
70. **Washington/Denver-Based Offices.** Washington/Denver-based offices means a Reclamation organizational unit based in Washington, D.C., or Denver, Colorado.
71. **Working Collections.** Working collections, also known as reference collections, are organic or inorganic items maintained by programs within Reclamation for the purpose of education, identification, or ongoing research. These collections are not intended for permanent, long-term preservation; however, some items may be designated museum property in the future. These collections may or may not be maintained to the standards of museum property and may be consumed or disposed of during the analysis process according to established research or collection plans. These collections facilitate the work of scientists who collect and process large quantities of samples or specimens for analysis and other purposes.